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MARADMIN 330/06

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Date signed: 07/21/2006 **MARADMIN Number:** 330/06

Subject: NOTIFICATION OF RESPONSIBILITIES REGARDING THE SAFEGUARDING OF PROTECTED PERSONAL INFORMATION (PPI)

R 211650Z JUL 06
FM CMC WASHINGTON DC(UC)
TO AL MARADMIN(UC)
UNCLASSIFIED//
MARADMIN 330/06
MSGID/GENADMIN/CMC WASHINGTON DC AR ARS//
SUBJ/NOTIFICATION OF RESPONSIBILITIES REGARDING THE SAFEGUARDING OF
/PROTECTED PERSONAL INFORMATION (PPI)//
REF/A/MSGID:DOC/SECNAV/DTIME:142105/ZJUL06/NOTAL//
REF/B/MSGID:DOC/SECNAVINST/YMD:20051228/5211.5E/NOTAL//
NARR/REF A IS ALNAV 059/06 REQUIRING IMMEDIATE REVIEW OF THE PRIVACY
PROGRAM AND PERSONAL RESPONSIBILITIES WRT SAFEGUARDING PERSONAL
INFORMATION. REF B IS SECNAVINST 5211.5E ADDRESSING THE DON PRIVACY
PROGRAM.//
POC/T. D. ROSS/GS-14/ARSF/LOC:HQMC/TEL:703 614-4008//
GENTEXT/REMARKS/1. SITUATION. THE PURPOSE OF THIS MARADMIN IS TO
ENSURE THAT ALL USMC PERSONNEL (MILITARY, CIVILIAN, AND CONTRACTOR)
ARE NOTIFIED OF THEIR RESPONSIBILITIES REGARDING THE SAFEGUARDING OF
PROTECTED PERSONAL INFORMATION (PPI) AND TO CLARIFY GUIDANCE
REGARDING THE REPORTING REQUIREMENT ESTABLISHED IN REF A.
2. BACKGROUND. DUE TO A RECENT NUMBER OF INCIDENTS WHERE PERSONAL,
SENSITIVE IDENTIFICATION INFORMATION HAS BEEN LOST OR STOLEN, WITH
THE POSSIBILITY OF A COMPROMISE, SECNAV HAS DIRECTED ALL AGENCIES TO
ENSURE THAT PERSONNEL ARE MADE AWARE OF THEIR RESPONSIBILITIES
REGARDING THE SAFEGUARDING OF PPI, THE RULES FOR ACQUIRING AND
USING SUCH INFORMATION, AND THE PENALTIES FOR VIOLATING THESE RULES.
3. ACTION. COMMANDER, U.S. MARINE CORPS FORCES COMMAND; COMMANDER,
U.S. MARINE CORPS BASES ATLANTIC; COMMANDER, U.S. MARINE CORPS
FORCES SOUTH; COMMANDER, U.S. MARINE CORPS FORCES EUROPE; COMMANDER,
U.S. MARINE CORPS FORCES CENTRAL COMMAND; COMMANDER, U.S. MARINE
CORPS FORCES PACIFIC; COMMANDER, FLEET MARINE FORCES PACIFIC;
COMMANDER, U.S. MARINE CORPS BASES PACIFIC; COMMANDER, U.S. MARINE
CORPS FORCES KOREA; COMMANDER, U.S. MARINE CORPS FORCES RESERVE;
PLUS ANY COMMANDER, COMMANDING OFFICER, OR OFFICER-IN-CHARGE NOT
IN THE AFOREMENTIONED REPORTING CHAIN, ARE TO:
(1) ENSURE THAT REF A IS MADE AVAILABLE TO ALL PERSONNEL WITHIN
THEIR CHAIN OF COMMAND.
(2) MAINTAIN STATISTICS ON THE NUMBER OF PERSONNEL HAVING REVIEWED
REF A AND REPORT PERSONNEL PERCENTAGE COMPLETE BY 25 AUG 06 TO
TERESA.D.ROSS@USMC.MIL OR GINGER.V.DOLAN@USMC.MIL SPECIFIC REPORTING
GUIDELINES ARE TO BE DOWNLOADED FROM THE DON PRIVACY ON-LINE WEBSITE
AT WWW.PRIVACY.NAVY.MIL/REPORTS/TRAINING.DOC.
(3) IMMEDIATELY COMMENCE A THOROUGH REVIEW OF ALL DIRECTIVES,

INSTRUCTIONS, AND ANY OTHER STANDARD OPERATING PROCEDURES TO ENSURE PROCEDURES MINIMIZE THE OCCURRENCES FOR LOSS OR COMPROMISE OF PPI.

(4) USMC DEPLOYED PERSONNEL ARE EXEMPT FROM THIS REPORTING REQUIREMENT. HOWEVER, APPROPRIATE MEASURES MUST BE PUT INTO PLACE BY CONUS COMMANDS TO ENSURE THAT DEPLOYED PERSONNEL IMMEDIATELY COMPLY WITH REF A UPON RETURN FROM DEPLOYMENT.

4. REPORT ANY UNAUTHORIZED DISCLOSURE OF PPI IMMEDIATELY, PER REF B, TO MS. TERESA ROSS, TERESA.D.ROSS@USMC.MIL OR MS. GINGER DOLAN, GINGER.V.DOLAN@USMC.MIL (ARSF) AT (703) 614-4008/DSN 224-4008.//